

**MENDON BOARD OF SELECTMEN  
EXECUTIVE SESSION**

**MINUTES OF MEETING----- January 7, 2013**  
**APPROVED----- January 22, 2013 (Not to be released)**  
**APPROVED FOR RELEASE-----January 5, 2015**

Chairman Ammendolia opened the executive session at 7:35 p.m.

Chairman Ammendolia, Selectman Tinio, Selectman Goddard, Interim Coordinator Ernest Horn, William Angenent, Lawney Tinio, Joan Gaulin, Jean Berthold, Rich Schofield, Claudia Cataldo.

Jean explained that Joan, who has worked for the town for 10 years has taken on more responsibility. She was told that she would be compensated for the extra work she has been doing for the past nine months. She anticipated retiring when Chris retired. Joan has learned procedures on her own and had been under a lot of pressure. She feels comfortable with Linda being hired and is doing a lot of extra work during the transitions.

Chairman Ammendolia explained that Finance Committee members are present to determine budget impact.

Ms. Berthold explained that Mrs. Gaulin is now a grade 7 step 2 at \$21.73/hour. She is requesting to be moved to a step 7 at \$24.40 for 32 hours per week for a difference of \$4,460 per year.

Rich suggested including this subject in the discussion during later Exec. Session.

Discussion involved whether step increase should be retroactive, temporary and/or continue.

Chairman Ammendolia looked at her job description with duties that she has taken on.

Members agreed to a pay raise nine- months retroactively and will review again once duties are defined for that office or once Linda can assume all Christine's responsibilities.

Jenn Welch was brought in on a step that does not currently exist at \$17.33. As of August 27, 2012 the position is a Grade 4 step 1. This is an additional yearly amount of \$ 599.27. Therefore, she feels the Town owes her \$192.80 retroactively. Members agreed she should be paid retroactively.

**Selectman Tinio made and Selectman Goddard seconded a motion to adjourn the Executive Session and open the regular session meeting at 7:53 p.m. The motion carried unanimously.**

**Chairman Ammendolia made and Selectman Goddard seconded a motion to open the Executive Session at 9:45 p.m. The motion carried unanimously.**

Rich Schofield, Chairman and Willem Angenent, Member of Finance Committee, Selectman Ammendolia, Selectmen Tinio & Goddard and Linda Hawkes are present.

Linda presented her contract item 4 salary \$975.18/week grade 10 step 1 which is based on 37.5 hours. FY 14 will she requested to receive what is equal to 2 step increases. Board members were originally of understanding that a new contract would be created for FY14.

Selectman Tinio suggested Linda create a contract to be 2.5 year duration and not include a percentage increase.

Diane Willoughby to send Linda the paragraph from the Executive Session of December 17, 2012 regarding her hours.

Selectmen plan to sign the contract in open session January 22 for a full time, Treasurer/Collector position retroactive to Jan 1, 2013 at \$957.85 per week.

Linda outlined what she is working on in the office currently. Selectman Ammendolia said Linda needs to take back duties that Joan is doing that is really the Treasurer/Collector's responsibility.

Linda Hawkes left the meeting at 10:32 p.m.

Members discussed Joan's request. Members discussed giving Joan a \$4,500 stipend. Members reviewed Assistant Treasurer/Collector's job description. BOS asked Finance Committee to see from where the money can be funded.

Attendees discussed percentage increase for town employees. Rich and Lawney worked on different percentage increases and how much money that would require. 4% raise would need \$77,000. Will ask for \$80,000 and give back whatever money is not used for raises.

Respectfully Submitted,

A handwritten signature in cursive script that reads "Diane Willoughby". The signature is written in black ink and is positioned above the typed name and title.

Diane Willoughby  
Administrative Assistant

Documents Discussed Located in Administrative Secretary's Office:  
Employment Agreement Between Town of Mendon and Linda J. Hawkes  
Assistant Treasurer/Collector Job Description